



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Summer School Programme Assistant – Five Month Fixed Term Contract

**Department/Division:** Extended Education

**Accountable to:** Admissions and Recruitment Manager

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Excellent IT skills, in particular using Microsoft Office.	E
	Previous experience of working in an administrative role.	E
	Experience of working within a customer focused environment.	D
	Educated to degree level or equivalent.	D
<b>Communication</b>	Ability to communicate clearly and effectively, both orally and with all formats of written correspondence.	E
	Ability to communicate with a wide range of people, at all levels.	E
<b>Service Delivery</b>	Ability to work under pressure whilst maintaining a high degree of accuracy.	E
	Ability to deal with day-to-day office administration.	E
	Experience of dealing appropriately with requests for information and advice	E
<b>Teamwork and Motivation</b>	Ability to work as part of a team.	E
	Ability to work with limited supervision and use own initiative to complete routine and non-routine tasks effectively and within deadlines, whilst maintaining attention to detail.	E
<b>Investigation, Analysis and Research</b>	Familiarity with data collation and interpretation.	D
<b>Initiative and Problem Solving</b>	Experience of exercising initiative to resolve problems as they arise.	E

**E – Essential:** requirements without which the job could not be done.

**D – Desirable:** requirements that would enable the candidate to perform the job well.